# Excel Assignment: Step-by-Step Instructions

This assignment is based on what you have learned so far (Excel Shortcuts and Cell Referencing). You will use the provided dataset (Excel\_Assignment\_Dirty\_Data.xlsx) to complete the tasks below.

## Tasks

1. Open the dataset in Excel.

2. Use Excel Shortcuts to perform the following:

• Use F2 to edit a cell directly.

• Use Ctrl+D and Ctrl+R to fill values down and right.

• Use Ctrl+PgUp/PgDn to navigate between worksheets (create at least 2 extra worksheets).

• Use Alt+Enter to insert a new line in a cell.

3. In a new worksheet, practice Cell Referencing using the dataset:

• Use Relative Referencing to calculate Total Revenue = Units Sold × Unit Price.

• Use Absolute Referencing to apply a constant inflation rate (e.g., 10%) to all Unit Prices.

• Use Mixed Referencing to calculate commissions based on Product-specific rates.

## Deliverables

• A single Excel file with at least 3 worksheets: one for the raw data, one for shortcut practice, and one for cell referencing practice.